

THE ASME DEDICATED SERVICE AWARD NOMINATION INSTRUCTIONS

Purpose and Criteria for Award

The purpose of the ASME DEDICATED SERVICE AWARD (DSA) is to honor unusual dedicated voluntary service to the Society marked by outstanding performance, demonstrated effective leadership, prolonged and committed service, devotion, enthusiasm, and faithfulness.

Who is Responsible for the Award

The overall administration of the ASME DEDICATED SERVICE AWARD is the responsibility of the Committee on Honors including assessment of activities, quota, administration, etc.

Who can Nominate a Candidate

Any ASME member or participant in ASME activities may propose a nominee through a designated nominator.

Who Qualifies for the Award and Designated Nominator

The **ASME DEDICATED SERVICE AWARD** may be presented to selected individuals who meet the above criteria and who have a minimum service to the Society of at least ten years in one or more of the following service areas, and for which a nomination form must be submitted to the appropriate designated nominator listed below:

SERVICE AREA*

DESIGNATED NOMINATORS**

Standards & Certification Sector

Senior Vice President, Standards & Certification or Vice President of Boards reporting to the Sector Operating Board

Strategic Management Sector

Senior Vice President, Strategic Management or the Vice President of a Board reporting to the Sector Operating Board

Centers Sector

Senior Vice President, Centers or Vice Presidents of Boards reporting to the Sector Operating Board

Institutes Sector

Senior Vice President, Institutes or Vice Presidents of Boards reporting to the Sector Operating Board

Knowledge and Community Sector

Senior Vice President, Knowledge and Community, Vice Presidents reporting to the K&C Operating Board, or current Group or District Leaders.

Governance

President, President-elect, Past Presidents, members of the Board of Governors

The ASME Auxiliary

President of the ASME Auxiliary

The ASME Foundation

Chair of the ASME Foundation

*The mechanics of administration within each service area are left to the discretion of the appropriate designated nominator.

**Other service areas like ASME Representatives to other organizations, ASME Representatives to Joint Award Boards, etc., should be processed through the service area above that they are representing (for example, ASME Representative to the American Society for Engineering Education will be submitted to the Senior Vice President, Centers).

What is/are the Nominator's Responsibilities?

Completion of the ASME Dedicated Service Award nomination form including:

- Securing the names of 2 individuals willing to attest to the nominee's qualifications and requirements of the award if called upon to do so
- Brief tabulation of service area, type of service and years of service to ASME
- Submission of nomination form to the appropriate designated ASME nominator of the service areas listed on pages 1 and 2.

Restrictions of Award

- No person shall receive more than one ASME DEDICATED SERVICE AWARD.
- Individuals responsible for selecting a candidate for the Dedicated Service Award are not eligible to receive an award during that time.

Form of Award

Plaque and lapel pin

Preparation of the Award

After selection of the candidate by the nominator, the completed nomination is submitted to the ASME service area staff.

The ASME staff **assigned to the designated service area** of the candidate is responsible for reviewing the documentation to make certain that it is complete and that at least ten years of qualifying service has been rendered.

An engraved plaque and lapel pin will be prepared and forwarded to the appropriate designated officer.

Presentation of the Award

The award should be presented at an appropriate event at which time the awardee's dedicated service to ASME can be properly recognized. Prior to establishing a presentation date, however, eight weeks must be allowed for engraving the plaque and engrossing the certificate.

Deadline

All designated nominators are entitled to submit a nomination for the DSA for each year of the office. From the beginning of the term at the Annual Meeting until December 1 of the following year, a nomination may be submitted. This provides 18 months in which to submit a nomination. (For example, if you served in a position or term ending at the Annual Meeting 2010 you will have until December 1, 2011 to submit a 2010 nomination.)

Selections must be received by the ASME Honors Office no later than December 1 of the year of award.